

Initial Application: Required Documents Checklist



Program: _____ Date: _____

Programs must submit a complete application for review, and include all of the documentation listed on the following pages.

Application

- ☐ Program Information
- ☐ General Operations
- ☐ Program Assurances
- ☐ Core Approval
- ☐ Administrative Staff
- ☐ Program Map
- ☐ Playground Map
- ☐ Playground Schedule (program wide schedule for all playground spaces used by RIDE approved classrooms)
- ☐ Classroom Plan (one per each group of children in a RIDE Approved classroom)
- ☐ Classroom Schedule (one per group)
- ☐ School Year Calendar

Inspections

Please provide copies of the following documents:

- ☐ DCYF License
- ☐ OSHA Inspection
- ☐ Building Inspection
- ☐ Lead Free/Safe Inspection Report
- ☐ Asbestos Free/Safe inspection Report – Asbestos Safe Programs must also include a copy of their programs AHERA policy, as well as their annual staff/parent notification letter.
- ☐ Radon Test Report
- ☐ Evidence of Public Water Supply or Department of Health Water Quality Certificate
- ☐ Annual Fire Inspection Report

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Continued



Program: _____ Date: _____

Additional Documentation

- ☐ Staff Credentials Packets (Checklists, Required Documents and Professional Development Plans) for each:
 - Early Childhood Education Coordinator
 - Teacher in a RIDE Approved Classroom
 - Teacher Assistant in a RIDE Approved Classroom
- ☐ Parent Handbook
- ☐ Staff Handbook

Written Program Policies and Plans

Please provide copies of each program policies and plan listed below:

- ☐ Cleaning and Sanitation Plan
- ☐ Preschool Enrollment Age Policy (if applicable)
- ☐ Kindergarten Enrollment Age Policy (if applicable)
- ☐ Diapering and Toileting Policy
- ☐ Children with Special Needs Policy
- ☐ Guiding Children's Behavior Policy
- ☐ Releasing Children Policy
- ☐ Confidentiality Policy
- ☐ Program Improvement Plan
- ☐ Systems of Staff Support
- ☐ Curriculum Framework
- ☐ Child Assessment Plan
- ☐ Family Engagement Plan

For additional information, programs can refer to the related guidance documents on the RIDE website at www.ride.ri.gov. Once there, click on the Early Childhood link.